

## POSITION DESCRIPTION

**ID NUMBER:** 3046419 -255 line 130

**POSITION TITLE:** Program Specialist

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### Job Description:

This position is required to assist with:

- Data migration
- Data quality assessment and correction
- System configuration and set-up
- Testing of the new application
- Report development
- Training end users in large group settings
- Attend at least one yearly conference related to the prescription monitoring program.
- Customer assistance for users (pharmacies, prescribers, law enforcement) including registration and assistance using system

### Minimum qualifications:

Familiarity with Word, Excel, and Access

Attention to detail and accuracy in reviewing over 2 million records in a short period

Understanding of software testing concepts

Logical and analytical approach to problem-solving and troubleshooting

Communication skills, able to present new material to a large audience and to field questions

Friendly helpful manner when dealing with customers over telephone or by E-mail

Able to handle a broad range of priorities and responsibilities

Able to track one's own projects independently and give regular updates to supervisor

Understanding of rules of confidentiality and handling of sensitive data

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## ADDITIONAL INFORMATION

**City:** Providence

**State:** Rhode Island

**Salary:** 23.73 HOURLY

**Position:** Program Specialist

**Skills:** See above

**Position Type:**

**Duration:** Limited to Federal Funding

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